2011 CHILD SUPPORT CALCULATOR INSTRUCTIONS

Continued from [Step 1 on website](#)

Open the child support calculator. You may **use the "TAB" button on your keyboard to move through the form easily,** or use a mouse cursor to move from field to field. Follow the steps below.

STEP 2 - PREPARED BY INFORMATION and NAME OF PERSON FILING

Begin by selecting the "Preparer Type" and then tab over to the next field, "Name of person filing," and fill in the name of the person preparing the worksheet.

STEP 3 – CASE DETAILS SECTION

Enter the petitioner's and respondent's name in the "Enter Case Details" section. If this is a [Title IV-D matter](#), check the box next to the "IV-D case" field. If known, indicate the case number and [ATLAS number](#) in the fields provided.

STEP 4 - CHILD DETAILS SECTION

In the "Custodial Parent" field, select "Equal" if the calculation is based upon [equal parenting time](#) days. Select "Father" or "Mother" if the calculation is based upon less than equal parenting time days and indicate which parent is designated as the primary custodial parent. Select "Third Party" when both parents will contribute child support to a third-party caretaker or legal guardian.

If there are more than six (6) children who are the subject of this child support order, start with the oldest child's name and date of birth. If there are six (6) or fewer children you may enter the children's names and dates of birth in any order. Enter the children's names and dates of birth in the MM-DD-YYYY format. The child support calculator will automatically update the following information on the worksheet: children's ages, the "Presumptive Termination Date," "Youngest Grade Estimated," "Number of Minor Children," and "Children Age 12 or Over." If the [presumptive termination date](#) is different from what the calculator indicates in the "Presumptive Termination Date" field, insert the actual termination date in the "Actual Termination Date" field. If the actual grade of the youngest child is different from what the calculator indicates in the "Youngest Grade Estimated" field, insert the actual grade in the "Actual Grade" field.

STEP 5 - FINANCIAL DETAILS SECTION - INCOME

INCOME: Insert the hourly, monthly, or yearly income for each parent in the appropriate box. (See Section *5, Determination of the Gross Income of the Parties*, page 3 of the Guidelines, for details.) The gross monthly income will be calculated.

COURT-ORDERED SPOUSAL MAINTENANCE PAID/RECEIVED: Enter the amount of court-ordered spousal maintenance paid or received by each parent. (See *Section 6(A), Adjustments to Gross Income,* page 5 of the Guidelines.)

CUSTODIAL PARENT TO OTHER CHILDREN SUBJECT OF COURT ORDERS: Enter the number of children subject to *other* court orders for whom Mother and/or Father are the custodial parent(s). The calculator will automatically insert the appropriate amount from the "Schedule of Basic Support Obligations." *(*See *Section 6(C) Adjustments to Gross Income*, page 6 of the Guidelines.)

COURT-ORDERED CHILD SUPPORT OF OTHER RELATIONSHIPS PAID: Enter the amount of child support actually being paid for children of other relationships. Do not include child support arrears payments. (See *Section 6(B), Adjustments to Gross Income,* page 5 of the Guidelines.)

SUPPORT OF OTHER NATURAL OR ADOPTED CHILDREN NOT ORDERED: Enter the amount of child support actually being paid without a court order for support for natural or adopted children. The amount entered cannot exceed the amount provided by a simplified application of the guidelines. (See *Section* 6(D), *Adjustments to Gross Income,* page 6 of the Guidelines.)

ALTERNATE DEDUCTION: There is no need to enter an alternate deduction here unless a deduction less than the simplified application of the guidelines is desired.

STANDARD DEDUCTION: The standard deduction is the deduction amount that is located in the schedule. This amount is based upon the gross monthly income of the parent claiming this adjustment and the number of children subject to this adjustment.

STEP 6 - FINANCIAL DETAILS SECTION – ADDITIONS

ADJUSTMENT FOR CHILDREN OVER AGE 12: The calculator will automatically display the number of children age 12 or older; however, the number of children and the percentage of increase may be manually modified by clicking on that field, scrolling down to the desired number of children, and selecting. (See *Section 9(B)(4), Older Child Adjustment*, page 10 of the Guidelines.)

MEDICAL, DENTAL AND VISION INSURANCE PAID: Enter the amount paid by parents for medical, dental and vision insurance premiums. Enter only the portion of the premium amount that is spent for the child(ren's) insurance. (*See Section 9(A), Determining the Total Child Support Obligation*, page 7 of the Guidelines, and *Section 13, Adjustments for Other Costs*, page 14 of the Guidelines.)

MONTHLY CHILDCARE COSTS FOR CHILDREN PAID: Enter the amount paid by parents for monthly childcare costs. Be sure to annualize the paid amounts. The number of children in childcare may be manually modified by clicking on that field, scrolling down to the desired number of children, and selecting. (See *Section 9(B)(1), Determining the Total Child Support Obligation*, page 8 of the Guidelines, and *Section 13, Adjustments for Other Costs,* page 14 of the Guidelines.)

EXTRA EDUCATION EXPENSES PAID: Enter the amount paid by parents for monthly extra education expenses for the child. (See Section 9(B)(2), *Determining the Total Child Support Obligation*, page 9 of the Guidelines, and *Section 13, Adjustments for Other Costs*, page 14 of the Guidelines.)

EXTRAORDINARY CHILD EXPENSES PAID: Enter the amount paid by parents for extraordinary child expenses paid. (See Section 9(B)(3), *Determining the Total Child Support Obligation*, page 9 of the Guidelines, and *Section 13, Adjustments for Other Costs*, page 14 of the Guidelines.)

STEP 7 - FINANCIAL DETAILS SECTION – CHILD SUPPORT OBLIGATION

PARENTING TIME COST ADJUSTMENT: This field does not apply for equal parenting time situations. For cases where less than equal parenting time days are involved, enter the number of

parenting time days or the parenting time percentage. (See Section 11, *Adjustments for Costs Associated with Parenting Time*, page 10 of the Guidelines.)

LESS OTHER ORDERED ARREARS PAID: If applicable, insert the court-ordered arrears amount that is actually being paid. (See Section 9(B)(1), Determining the Total Child Support Obligation, page 8 of the Guidelines.)

CHILD SUPPORT OBLIGATION TO BE PAID BY: The resulting amount on this line is the final child support amount to be paid by the person indicated.

STEP 8 – PRINTING THE PARENT'S WORKSHEET FOR CHILD SUPPORT AMOUNT

To save or print a child support worksheet, click on "Print Worksheet" (located in the top right-hand corner of the calculator). The worksheet can be saved as an Adobe.pdf file.

RESET BUTTON

To quickly remove all data entered into the calculator, click on the "RESET" button located in the right-hand corner of the calculator page. Once clicked, data cannot be restored.

GLOSSARY OF TERMS

ALTERNATE DEDUCTION: If a parent provides support for a child that is not the subject of this action, and for which there is no court order for support, the parent may include this monthly support amount in the child support calculation; however, the alternate deduction may not exceed the standard deduction that is automatically calculated.

ANNUALIZE PAID AMOUNTS: Monthly figures are used to calculate the child support obligation. Any adjustments to the child support amount shall be annualized so that each month's child support obligation is increased or decreased in an equal amount, instead of the obligation for particular months being abated, increased or decreased. Example: A parent incurs childcare costs of $150 per month, but only for nine months of the year. Multiply $150 by nine for a total of $1350. Divide $1350 by 12 months to arrive at an annualized monthly adjustment of $113.

ARREARS: The total unpaid past support obligation owed by a person under a court order to pay support.

ATLAS NUMBER: An ATLAS number is the "Arizona Tracking and Location Automated System" number given to child support cases. This is the account number for support payments at the Support Payment Clearinghouse. The ATLAS case number begins with numbers rather than letters.

EQUAL PARENTING TIME: A parenting time arrangement that allows both parents to spend essentially equal time, each year, with the children.

EXTRA EDUCATION EXPENSES: Extra education expenses refer to any reasonable and necessary expenses for attending private or special schools or necessary expenses to meet particular educational needs of a child, when such expenses are incurred by agreement of both parties or ordered by the court.

EXTRAORDINARY CHILD EXPENSES: Extraordinary child expenses are expenses associated with the special needs of gifted or handicapped children.

PARENT INFORMATION PROGRAM / PARENT EDUCATION PROGRAM: Each county has adopted and implemented an educational program for the purpose of educating persons about the impacts that divorce, the restructuring of families and judicial involvement have on children.

PAST CARE EXPENSES: Past care expenses are those expenses for the actual costs of the pregnancy, childbirth and any genetic testing, and other related costs.

PAST SUPPORT: Past support is an amount determined to be due for the period between the commencement of the proceeding and the date that current child support is ordered to begin.

PRESUMPTIVE TERMINATION DATE: Upon entry of an initial or modified child support order, the court shall, or in any subsequent action relating to the child support order, the court may, establish a presumptive termination date (PTD) for the termination of current child support obligation. The presumptive termination date shall be the last day of the month of the 18th birthday of the youngest child included in the order unless the court finds that it is projected that the youngest child will not complete high school by age 18. In that event, the presumptive termination date shall be the last day of the month of the anticipated graduation date or age 19, whichever occurs first.

SIMPLIFIED APPLICATION OF THE GUIDELINES: The simplified application of the guidelines is the amount located in the schedule based upon the gross monthly income of the parent claiming this adjustment, and number of children subject to this adjustment.

STANDARD DEDUCTION: The standard deduction is the amount that is automatically calculated (based upon a simplified application of the guidelines) and inserted into the calculator. This amount may not be exceeded by an alternate deduction for support provided to other natural or adopted children, who are not subject of a court order.

TITLE IV-D MATTER: (Pronounced "four-D"). Title IV-D of the Social Security Act is that portion of the federal law covering the child support enforcement program. The Division of Child Support Enforcement (DCSE) is the agency providing the child support enforcement program in Arizona.